

LOIS
Louisiana Occupational Information System



WIA
Workforce Investment Act

WIA Eligible Training Provider Manual



Revised
January, 2005



LOUISIANA WORKS™
DEPARTMENT OF LABOR

Let us **WORK** for **YOU.**



Mission

The Department of Labor is a state agency utilizing state, federal, and private resources to provide the training, employment, assistance, and regulatory services necessary to increase employment and promote workplace safety and expanded employment opportunities in the state of Louisiana in a climate favorable to business, workers, and jobseekers.

WIA Eligible Training Provider Manual

Revised January 2005



Kathleen Babineaux Blanco
Governor

John Warner Smith, Secretary
Louisiana Department of Labor

1001 North 23rd Street
P. O. Box 94094
Baton Rouge, Louisiana 70804-9094
(225) 219-7760
(888) 302-7662

Visit our Web site: www.LAWORKS.net

An Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.
800-259-5154 (TDD)

PREFACE

The Louisiana Occupational Information System (LOIS) is a comprehensive labor market information system created by Act 1 of the 1997 legislative session. LOIS and its enhancements were developed by the Louisiana Department of Labor's (LDOL) Office of Occupational Information Services and Geographic Solutions, Inc., of Palm Harbor, Florida. It was designed to provide a broad range of labor market information, including information about post-secondary training providers, as well as program performance data (referred to as "SCORECARD").

An integral component of LOIS allows training providers to display current information about their programs. This component is comprised of data entry screens, accessible via the Internet, in which training providers maintain the school's profile and program information.

Through a joint effort between LDOL's Office of Occupational Information Services and Office of Workforce Development, these on-line data entry screens evolved into a statewide application used in the certification process for program eligibility under the Workforce Investment Act of 1998. Those programs that have been approved by a Local Workforce Investment Board (LWIB) are eligible to receive WIA adult/dislocated participants who have been issued Individual Training Accounts (ITAs).

This training packet was developed to aid representatives from schools and LWIBs on utilization of the system. The packet contains Frequently Asked Questions (FAQs), Internet access instructions, examples of Web displays, technical tips, a template for student data collection (to process performance outcomes of the program for Scorecard and WIA), and a password request/contact information form. This training packet is available on the LDOL Web site at www.LAWORKS.net under the Workforce Development tab, "WIA Eligible Training Provider Information".

CONTENTS

	Page
Acronyms and Definitions -	1
Frequently Asked Questions - These FAQs were collected to answer basic or frequent questions about LOIS and the data collection process.	2
Eligible Training Provider Check List -	5
Dates To Remember – WIA Year 6	7
Internet Access to Training Provider Component - Basic instructions for locating and navigating the Web site.	8
Adding and Updating Information on School and Programs - Basic Instructions for navigating the Training Provider component on LAVOS.	9
Editing Existing Programs - Instructions for modifying existing program information.	15
Reports - How to use the reports function of LAVOS.	17
Student Enrollment Data Collection - Instructions on collecting data and transmitting student enrollee information. There is no data entry screen for this component, however, collection templates are included in the packet, along with instructions on how to transmit the file.	19
Data Certification Statement Form -	22
Consumer/Public Access to LAWWORKS - Screen captions on navigating LAWWORKS to access training provider/program information, the statewide eligible training provider list, Scorecard report and the WIA report.	23
Password Request /Contact Information Form -	28

Acronyms and Definitions

CIP - Classification of Instructional Program

Completer

A student who has demonstrated the competencies required for a program and has been awarded the appropriate certificate or diploma of completion.

Eligible Training Provider

An eligible training provider is an organization, entity or institution such as a public or private college and university, community based organization, or proprietary school for which program(s) have been approved by a local workforce investment board and submitted to the state for inclusion on the statewide eligible training provider list.

ETPL - Eligible Training Provider List

Exiters

All individuals who leave an institution within a given academic year. This is the sum of all completers and non-completers.

ITA – Individual Training Account

LAVOS – Louisiana Virtual One Stop

LOIS – Louisiana Occupational Information System

LWIB – Local Workforce Investment Board

Non-completer

An individual who, for a variety of reasons, has withdrawn from an institution within a given academic year without obtaining a degree or certificate.

Program

Training services consisting of one or more courses or classes that, upon successful completion, lead to a certificate, an associate degree, a baccalaureate degree, or a competency or skill recognized by employers.

Program Year

Refers to the calendar period between June 1 of one year and May 30 of the following year.

Scorecard

The performance based data on post-secondary training programs in the state, and is based on the employment tracking of students who exit the program.

WIA – Workforce Investment Act

Frequently Asked Questions

1. What is WIA?

The Workforce Investment Act (WIA) of 1998 was established to further the education, and increase the occupational skill attainment of adults and dislocated workers.

2. What is ITA?

Individuals are given Individual Training Account (ITA) vouchers, which they can use at an Eligible Training Program of their choice.

3. How can my institution become a certified training provider under WIA?

To apply for program eligibility, you must be licensed or exempt from licensure, complete a password request form, fill out an on line application, and be approved by a Local Workforce Investment Board (LWIB). Refer to page 8.

4. When is the deadline to apply for eligibility?

Local WIBs meet throughout the year and will review any new applications they receive.

5. When will I need to reapply for certification?

Providers will need to apply annually to have their program(s) initially certified or recertified. The ETPL is in effect between January 1 and December 31 of each calendar year. It is recommended that applications be completed no later than October 1 each year in order to assure that a program that meets or exceeds the state minimum performance standards remains on the ETPL from year to year.

6. How long does it take to become certified once my application is completed?

The local WIBs have no later than 60 days from the date that the application is received to make a determination on eligibility. If approved, LDOL has 30 days to verify the information and place the program on the statewide eligible training provider list (ETPL).

7. How will I be notified that my program has been approved?

You may check program eligibility status by logging into the Virtual One-Stop using your user ID and password. From the main menu choose "Reports" then choose "Program Review Status".

8. How do I find the statewide eligible training provider list (ETPL)?

The Internet gateway is through LDOL's homepage at www.LAWORKS.net, Select "Louisiana Virtual One Stop" from the menu under the Interactive Services heading,. From the options under the heading Jobseeker, select Education and Training, then Training Providers and Schools. Select the statewide map, then Option 2 – All Providers. An alphabetical listing of all training providers in LOIS will be displayed, with a red check mark next to those that have met the requirements to be on the ETPL.

9. Under what conditions will a training provider be denied?

The application will be denied if it is not completely filled out or upon a determination by an LWIB that a complete application does not meet the performance measurements. In the case of an eligibility denial, the LWIB must issue a written determination to the provider.

10. What are the State Minimum Performance Standards for Certification/Recertification?

Each program must meet the state-imposed minimum performance standards in order to remain on the statewide ETPL. The Louisiana Workforce Commission has established the state minimum performance levels, as indicated below.

1) Program Completion Rate 30%

The total number of individuals completing the applicable program divided by the total number of individuals exiting the program (completers and non-completers).

Transfer Students –*Students who leave one program and enter another program are counted as transfers. The follow up on the student will occur in the transfer program. Such students are not included in the computation of completion rate for the original program.*

2) Employment Rate 50%

The number of all exiters from the applicable program that obtained unsubsidized employment in the first quarter subsequent to exiting the program, divided by the total number of exiters in the reporting period.

3) Hourly Wage \$5.60

The average wage expressed as an hourly rate, of all individuals exiting the applicable program that obtained unsubsidized employment.

11. Who needs to provide performance data for WIA?

Proprietary training providers and Community based organizations must submit student data to determine if they meet performance measurements. The Board of Regents submits student data for all public institutions. In order to be initially placed or remain on the statewide ETPL for January 1 - December 31, 2005, training providers must submit data on all enrollees and completers for program years 2002-2003 and 2003-2004 enrollees.

12. Is performance data required for “new programs”?

A “new program” will be required to submit student data for the first year in which adequate performance of program graduates is available. A “new program” shall be defined as a program that did not exist in the previous year for a unique training provider, CIP code and degree type. These programs would be exempt from meeting the eligibility performance standards until such time as a training cycle has been completed.

13. What does the term “Student” include?

In this instance, “Student” means anyone who enrolled in the program – including those who completed the program and those who did not.

14. How do I submit student enrollee information?

Student data must be entered in the format presented on page 19 of this document. The data can then be saved to disk and mailed or emailed with attachment to Danielle Carter at dcarter@ldol.state.la.us.

15. Is student information protected?

Although you are sending data on individuals, LDOL is not permitted to place information on the Web that allows any individual identification. Only statistical information will be displayed, and LDOL will not display any statistic derived from a pool with less than five individuals.

16. What is the process for tracking program participants?

LDOL has a process in which students' Social Security Numbers (SSNs) are cross-matched against unemployment insurance wage records that cover most businesses in the state.

LDOL also cross-matches SSNs against other databases, and is continually working on ways to expand the SCORECARD/follow-up process.

After LDOL matches against its databases, a "no match" list of students for whom no information could be found is produced. This list is returned to the training provider. The provider then has the opportunity to track those "no match" students/enrollees and report to LDOL whether they are employed. This employment information must be verifiable.

17. What supplemental data can I submit to verify the employment status of students who exited the program?

If a program meets the minimum completion rate and hourly wage rate, but does not meet the employment rate, you will have the opportunity to submit documentation verifying the employment status of students who exited the program. Verifiable documentation includes a paycheck stub, W-2 form, a written letter from the employer on letterhead stating employment, a form 1099, and any other documentation stated in the Workforce Investment Act.

18. What happens if I forget my password?

Contact the LDOL Scorecard Unit, and request a new password. If you suspect an unauthorized person has access to your password, notify the LDOL Scorecard Unit immediately.

19. What is an Institution Code?

This is simply a unique 10-digit number created by LDOL to identify a training provider and to link all the pieces of information together.

20. What is a CIP code?

Classification of Instructional Programs, or CIP, is similar to the Dewey Decimal System but developed by the U.S. Department of Education to categorize instructional programs. If your institution does not use CIP codes, LDOL will work with you to determine the correct classification. For more information on CIP2000, go to <http://nces.ed.gov/pubs2002/cip2000>

Notice that CIP descriptions displayed on the Web default to the program descriptions established by the federal government unless you enter your own program description.

21. Who can we call if we have problems or need help?

Louisiana Dept of Labor
LDOL Scorecard Unit
1001 North 23rd St.
Baton Rouge, LA 70804 -9094
Office: 225-219-7760
Fax: 225-219-7759
Email: tperkins@ldol.state.la.us

Eligible Training Provider Check List

PLEASE NOTE: For more details, refer to WIA Instruction Number 58 available at www.LAWORKS.net – Workforce Development tab – WIA Eligible Training Provider Information.

Setting up an Account (New Training Providers Only)

- ❑ “Proprietary schools” **only**, excluding cosmetology and real-estate, must be licensed or determined exempt from licensure through the Louisiana Board of Regents. A “proprietary” school is defined as any business enterprise operated for a profit or on a nonprofit basis which maintains a place of business within this state or which sells or offers for sale any courses of instruction in this state. You may contact Carol Marabella at 225-342-4253 for more information on the licensure requirements.
- ❑ Complete and fax the password request/contact information form to 225-219-7759. The form is located in the “WIA Eligible Training Provider Manual”. Proprietary schools must also fax either an exemption letter or a copy of their license, along with the form.
- ❑ Upon receipt by LDOL, a User ID and password will be assigned to your institution and sent via e-mail.

Student Data Submission

Requirements for calendar year 2005 program eligibility:

- ❑ Submit the 2002-2003 student enrollment and completer data and the 2003-2004 student enrollment data to LDOL.
- ❑ Submit a Data Certification Statement (available on the LAWWORKS web site) along with your data.
- **Public Institutions:** The Board of Regents and the Louisiana Community and Technical College System will submit student data for all credit programs.
- **New Training Providers Only:** A school that is new to our system is typically exempt from the performance requirements, and the program(s) will be considered “new” for the first year.
- **New Programs:** A “new program” will be required to submit student data for the first year in which adequate performance of program graduates is available.

School Information

- ❑ From the www.LAWORKS.net homepage, select the Louisiana Virtual One Stop from the left menu bar, and sign on, using your User ID and password. Review and edit information for your institution by selecting “Contact Information” from the main menu.

Program Information

- ❑ To add a new program into the system, select “Manage Programs”, then select “New Program”.
- ❑ After you have entered your program information, select the “Save Program” button (located on the last page of the online application). This will allow you to save the information you have entered and return later to make any changes before applying for WIA.
- ❑ Select “Edit Program” and make necessary changes to existing programs. When finished, click “Save Program” to save your changes.
- ❑ Choose “Delete Programs” to delete a program you are no longer offering.

Applying for WIA

- ❑ From “Manage Programs” select “Edit Program”, then click on the program for which you wish to apply. Once your application is correct and complete and is ready to be reviewed by your Local Workforce Investment Board (LWIB), select the “Apply for WIA” button, located at the bottom of the last page of the application.
- ❑ To reapply for programs that are marked as WIA approved for the current year, select “Edit Program” and click in the circle next to “Eligible for Reapplication”. **Note: if you do not choose “Eligible for Reapplication”, your application will not be processed.** Then select each program for which you wish to reapply. All programs must be “applied for” each year if they are to be reviewed.
- ❑ If you are applying for a program that is new, call our office and let us know that you have entered a program(s) into the system. Our office will forward the “new status” information to the LWIB.

Points to Remember

- You can apply throughout the year for WIA program eligibility, but in order to be eligible at the beginning of a program year (January 1- December 31), you must complete all required information and apply by October 1.
- To update information for a program, choose “Manage Programs”, then select “Edit Programs”. If you update information on a program for which the program status is “Eligible” (for the new program year), then select the “Save Program” button. If the program has been submitted but has not been reviewed by a LWIB, you must select the “Apply for WIA” button at the end of the application. **Note:** When you go into “Edit Programs” you can determine if a program has been reviewed by looking under the “Program Status” column. Be aware that resubmitting may prolong the approval process.

Please remember that **PROGRAMS**, not providers, are being certified, therefore, a provider may have some programs that are certified and some that are not. An application must be completed for each program. Applications will be considered by the applicable LWIB(s) within the regional labor market area in which the programs are geographically located.

WIA YEAR 6 DATES TO REMEMBER

June - July 2005

LDOL conducts statewide training on the WIA ETP application process.

July 15, 2005

Deadline to submit student enrollment and completer data to LDOL (Academic year June 1, 2003 through May 31, 2004) and 2004-2005 student enrollment data (SSNs only). The "Data Certification Statement" must accompany the data submission. This form may be found at www.LAWORKS.net – Workforce Development tab then select Eligible Training Provider Information.

July 2005

LDOL prepares program performance reports, based on all participants, for the Louisiana Workforce Commission.

August 2005

The Workforce Commission reviews reports/sets minimum performance levels based on complete 2002-2003 data and preliminary 2003-2004 data for all participants.

September 2005

LDOL posts "preliminary" WIA performance on the LAWWORKS website.

September 2005 - December 2005

LDOL provides a list of "no finds" (List of SSNs of students that could not be identified as employed) to training providers. Training providers **MAY** submit supplemental employment data to LDOL. LDOL includes supplemental employment data in performance calculations and posts revised performance on LAWWORKS website.

August 2005 – December 31, 2005

Local WIBS review and approve training providers/programs for the year 6 ETPL.

December 31, 2005

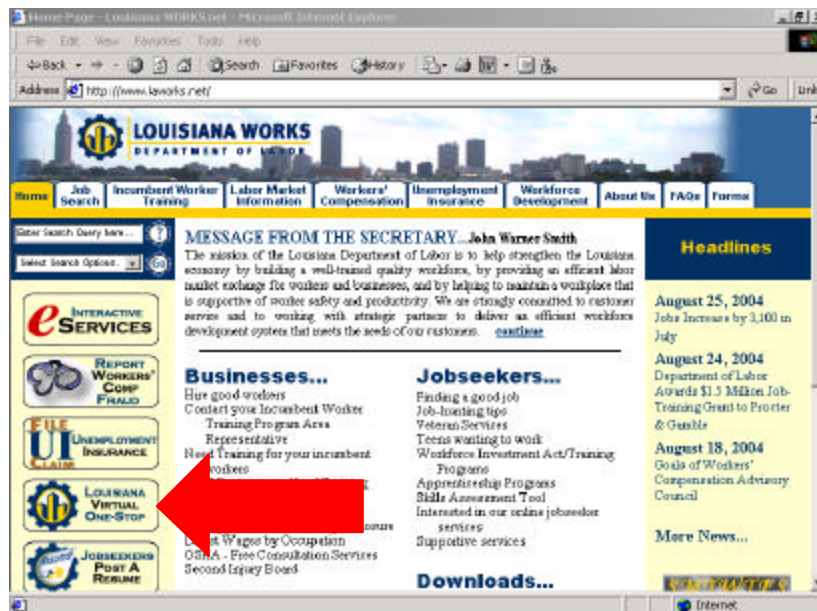
WIA-ETP list for year 5 expires. LDOL archives year 5 list.

January 1, 2006

Effective date of year six ETPL. Eligible programs are posted on LAWWORKS website. (January 1, 2006 through December 31, 2006)

Please be reminded that applications will be accepted for local review throughout the calendar year.

Access to the Louisiana Virtual One - Stop

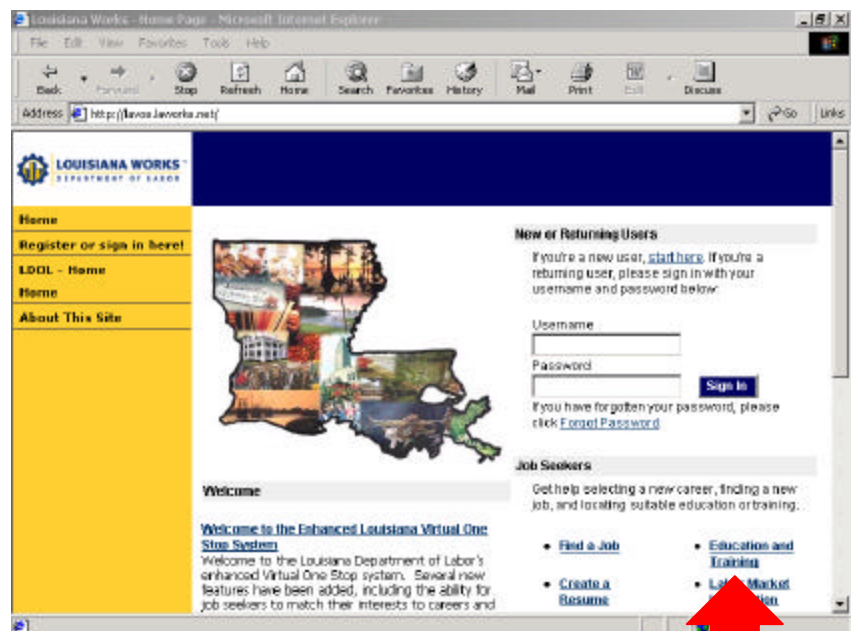


Go to www.LAWORKS.net and select **Louisiana Virtual One -Stop** under the Interactive Services.

To enter **Louisiana's Virtual OneStop**:

Enter **User ID** and **Password**.

If you forget your User ID or Password or have difficulty accessing your information, please contact LDOL staff at **225-219-7760**.



Select **Education and Training** to view providers and programs in our database.

Adding and updating school and program information

To review and edit contact information for your institution select

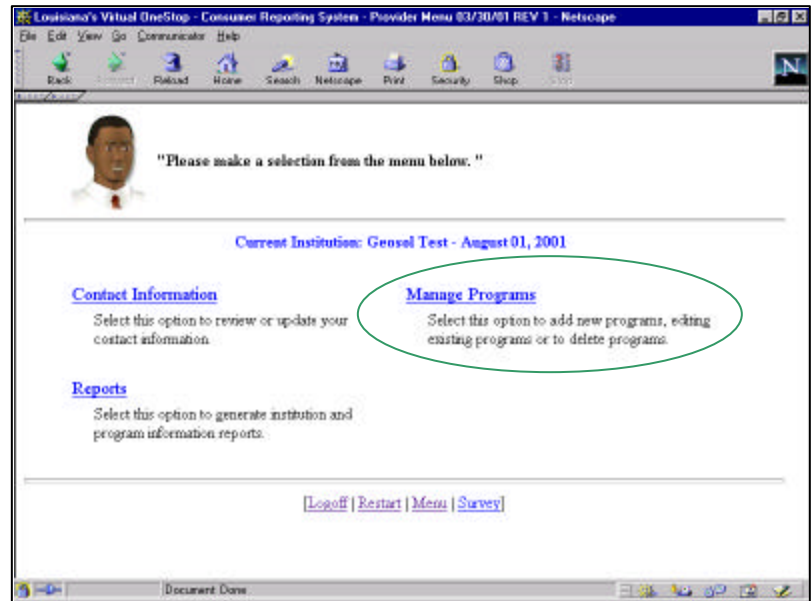
- **Contact Information**

To Add, Edit, or Delete a program select

- **Manage Programs**

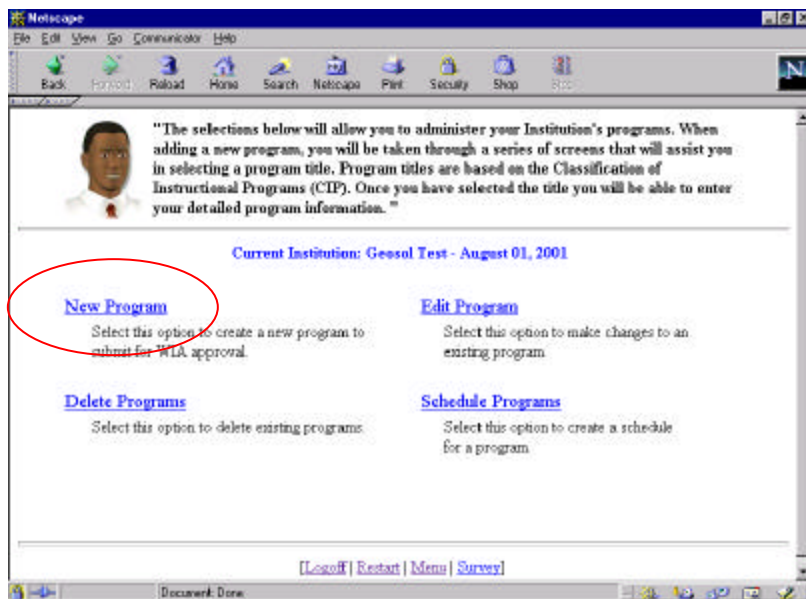
To generate program reports select

- **Reports**



Choose the appropriate option:

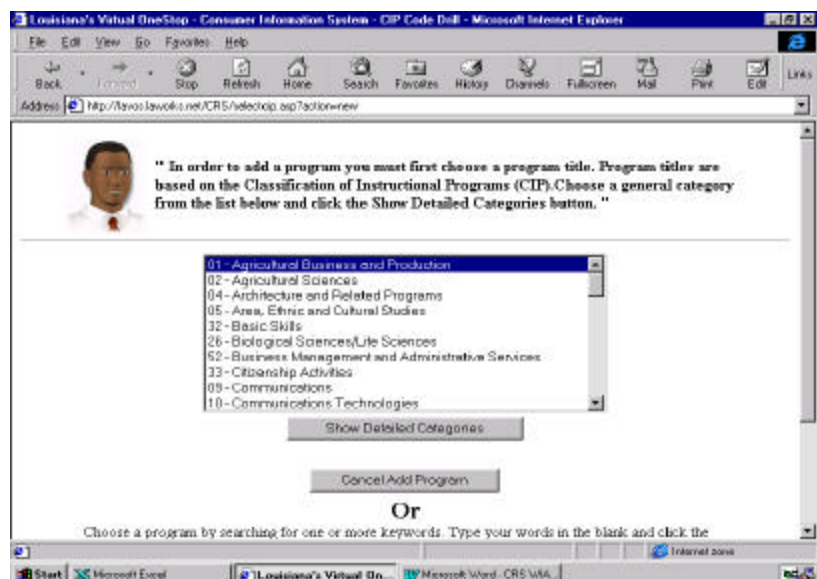
- Select **New Program** if you would like to add a new program or apply for WIA program eligibility.
- Select **Edit Program** if you would like to ~~re-apply~~ for WIA eligibility or to make changes to an existing program.
- Select **Delete Program** if your institution is no longer offering a program that is on the CRS.



Choose a CIP Code for a new program.

After selecting the option for a new program, scroll down to choose a general category and select

- **Show Detailed Categories.**



Adding and updating school and program information

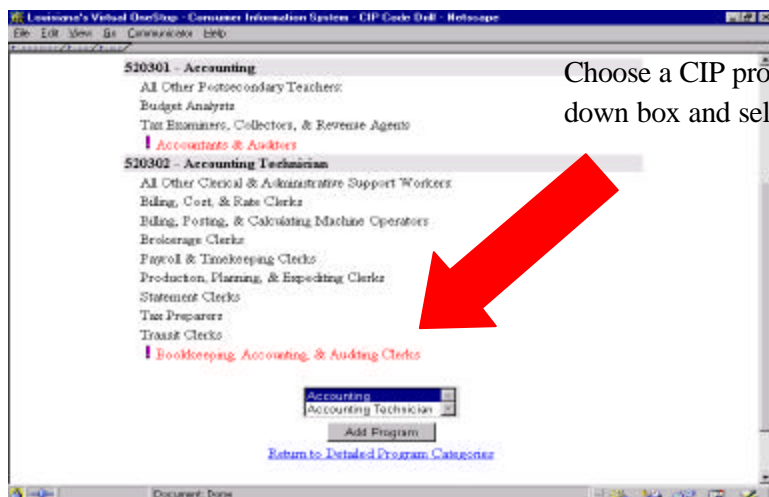
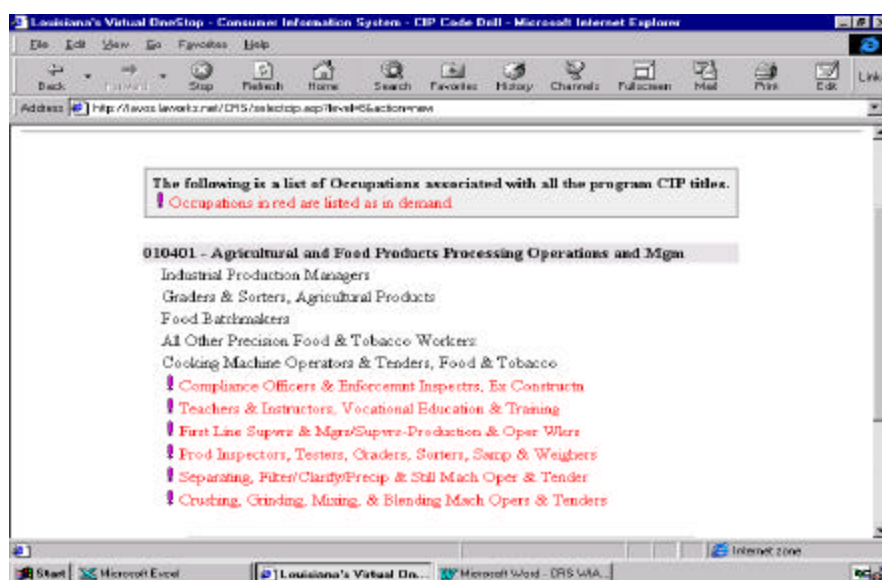


Scroll down the list of program titles and choose a detailed category, then select **Show Programs** to view a listing of the detailed program titles.

If you do not find a specific CIP code, please contact LDOL staff at 225-219-7760.

This screen displays a listing of program CIP titles. Underneath each CIP Title is a listing of related occupations. Occupations that are in red denote a demand occupation.

(For more information on demand occupations, please refer to “Defining Occupations in Demand” under the “Workforce Development” tab on the LDOL website)



Choose a CIP program from the drop down box and select **Add Program**

Remember: The CIP code selected must match the CIP code on the Student Enrollee Information for that program. The Student Enrollee Information is required to calculate the performance outcomes mandated by WIA.

Program Title is the common name of the program at your institution. This is the title that will be displayed on LDOL's website.

IMPORTANT: All sections must be filled in before you can proceed to the next section.

Louisiana's Virtual OneStop - Consumer Reporting System - Program Information - Netscape

Please complete the information requested about your Institution's program in the fields below. For details about the information required in a particular field, click on the field name. When you have entered all the information, click on the [Next](#) button. To abandon your changes and return to the menu, click the [Cancel](#) button at the bottom of this page.

General Program Information

Institution: Geosci Test
 Program CIP Code: 520311 - Accounting

Institution Program Information

[Program Title](#)
[Completion Level](#) Select Completion Level
[Industry Based Certification / License](#)
☐ National ☐ State ☐ Regional

Program Description
 (This description can be modified to better represent your institution's program.)

Accounting. An instructional program that prepares individuals to practice the profession of accounting, and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, internal control of accounting, auditing, computerized accounting, and related subjects.

Document Done

Louisiana's Virtual OneStop - Consumer Reporting System - Program Information - Netscape

[Program Length](#) [Program Length Type](#) Select Unit of Time
[Classroom Time](#) (in hours)
[Other Time in hours](#) (not including lab time)

Program Cost

[Tuition Cost](#) per Semester
[Total Tuition Cost](#) [Est. Total Program Cost](#) \$0.00

Other Costs:

Other Costs	Description of Cost
Reg. Fee	<input type="text"/>
Lab Fees	<input type="text"/>
Books	<input type="text"/>
Supplies	<input type="text"/>
Materials	<input type="text"/>
Other Costs	<input type="text"/>
Certification Exam/Test	<input type="text"/>

Document Done

Please insert **tuition cost** and **total tuition cost** for the student. **Total tuition cost** is calculated by multiplying the **tuition cost** by the time frame for the entire program.

Ex: tuition cost = \$250 a semester. It takes 4 semesters to complete the program. Total tuition = \$250 X 4 = \$1000. Input additional costs. Don't forget to describe each additional cost.

The **Est. Total Program Cost** will be calculated automatically by the system.

TIPS:

- If any field does not apply to the program, enter N/A.
- If you are unsure of any field, mark it with a filler to be able to continue to the next page. Be sure to come back and replace the filler with the correct answer before applying for WIA eligibility.
- List all program Assessment(s) and Pre-requisite(s) in the same field.
- Enter 0:0 if student to equipment ratio does not apply.

Louisiana's Virtual OneStop - Consumer Reporting System - Program Information - Microsoft Internet Explorer

Describe the minimum entry level requirements or prerequisites in 200 words or less:

Describe any major equipment used in this program and its adequacy and availability in 200 words or less:
 (If no equipment is required for this program, please enter None.)

[Equipment to Student Ratio](#) (est. 1:3 or if N/A enter 0:0)

[Describe Industry Support in 200 words or less:](#)

[Next](#)

Return to Menu

Start Microsoft Excel Louisiana's Virtual OneStop Microsoft Word - CRS WIA Local intranet zone

Select **target occupations** for graduates from the Occupation Title drop down list. If the occupation selected has been determined to be in demand for the regional labor market area in which the school is physically located, the system will automatically make this notation. If an occupation is not designated as in demand, provide evidence that it is a demand occupation before continuing or enter N/A. Please give specific institutional occupation title if different from the Occupation Title. Ex: The Occupation Title might be All Other Computer Scientists, but your training might be specifically for a Webmaster.

Program CIP Code: 520301 - Accounting

Primary target occupations for Graduates in order of importance.

Demand	Code	Occupation Title	Institution Occupation Title
<input checked="" type="checkbox"/>	132011	Accountants and Auditors	
<input type="checkbox"/>	132031	Budget Analysts	
<input type="checkbox"/>	132081	Tax Examiners, Collectors, and Revenue Agents	
<input type="checkbox"/>		Select Occupation from list	
<input type="checkbox"/>		Select Occupation from list	
<input type="checkbox"/>		Select Occupation from list	

If any occupation not checked as in demand above, provide evidence that it is in demand. You may enter N/A if not applying for WIA eligibility.

Please provide verifiable evidence that Budget Analysts and Tax Examiners & collectors are demand occupations in your area.

Back Next Return to Menu

Tip: You can change occupations by clicking on the Occupation Title drop down then choose a different occupation. To delete an occupation, highlight “**Select Occupation from list**” from the same drop down menu.

This list represents skills related to your program based on the OES occupations selected on the previous page. If this is a new program, all of the related skills listed have been selected by default. Please review the list of skills and uncheck any skills that are not obtained by students completing your program. If this is an existing program, this list represents skills that you selected when the program was entered into the system and any changes you made previously. Skills can be added or deleted from this list by clicking the [Related Skills](#) or [Other Skills](#) button at the bottom of the page. When you have entered all the information, click on the [Next](#) button.

General Program Information

Institution: TEST INSTITUTION

Program CIP Code: 010401 - Agri & Food Prod Processing Oper

Select the Skills that are appropriate for your program:

☐ Apply field experience to classroom teaching

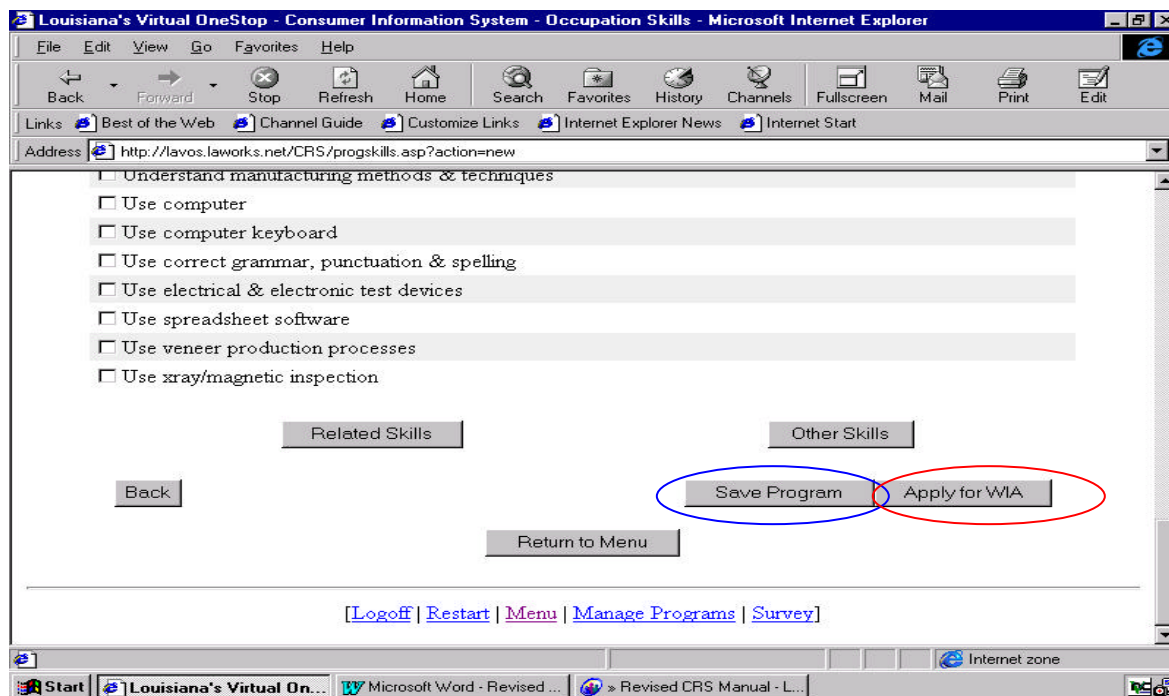
☐ Apply motivational techniques to education

☐ Apply teaching techniques

☐ Assess educational potential/need

Next

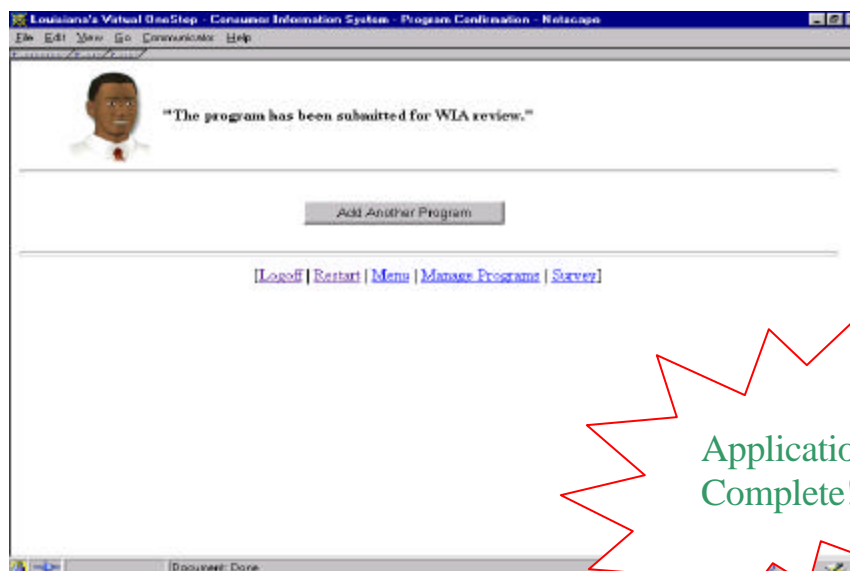
Select the **skills** obtained by students completing your program. When finished, see next page for instructions on completing the application.



How to save and submit the application:

Select the **Save Program** button if you wish to save the current information without applying for WIA program eligibility. This will allow you to return and change information before submitting. The information will be displayed on the LDOL website.

Select **Apply for WIA** if application is correct and complete and you want to save the current information and have this application reviewed by your local Workforce Investment Board. The information will be displayed on the LDOL website.



Instructions to Re-Apply for programs currently Eligible for WIA

From the main menu, select “edit program”. If you currently have any programs that are WIA eligible, you must select the radio button “Eligible for Reapplication” as displayed in the example below. This will filter the list of all programs at your institution in our database and display programs that are currently eligible. Then you can click on the program for which you wish to apply.

After the information has been completed, select the “Apply for WIA” button. If you wish to reapply for another program, you must reselect the radio button “Eligible for Reapplication”. These steps must be repeated each time until you have resubmitted all applications that are currently eligible.

After going through the programs that are currently eligible, please select the “Currently Active” radio button to apply for any other program (i.e. a program that has never been submitted or a program that was previously rejected).

Current Institution: L.T.C. RUSTON CAMPUS -

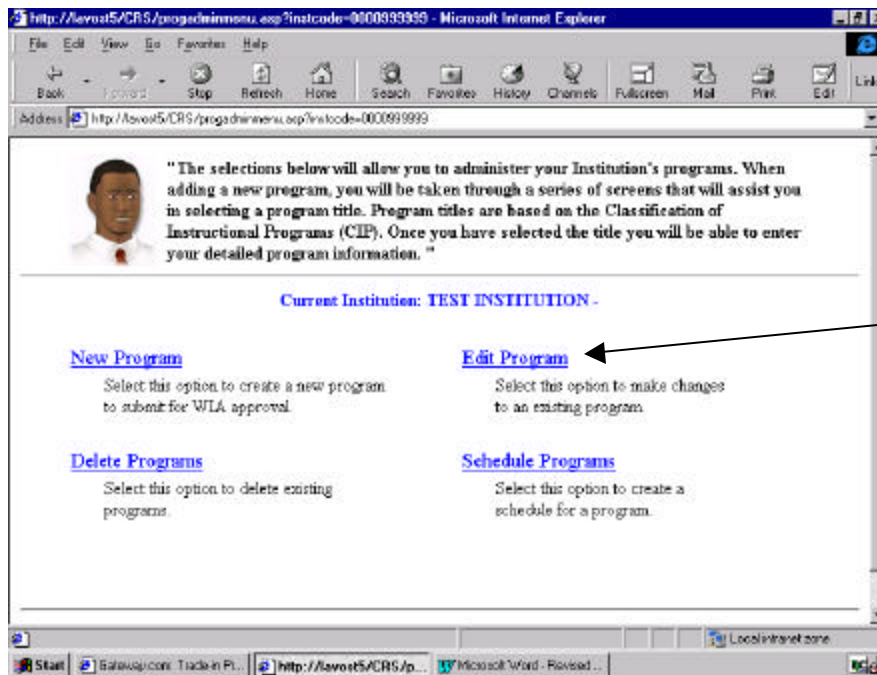
The programs shown are: ☐ Eligible for Reapplication ☒ Currently Active

To sort on any column, click the column title.

Cip Code	Program Name	Completion Type	Appl Status	Program Status	Extension
470303	Industrial Maintenance Technology	Technical Diploma	WIA Approved	Eligible	AA
480508	Welding	Technical Diploma	Applied For	Rejected	AA
511613	Practical Nursing	Technical Diploma	WIA Approved	Eligible	AA
512601	Certified Nursing Assistant	Cert. or Diploma 3 months to 6 months	WIA Approved	Eligible	AA
520302	Accounting Technology	Associate of Applied Science	WIA Approved	Eligible	AA
520401	Office Systems Technology	Associate of Applied Science	WIA Approved	Eligible	AA

Editing Existing Programs

Note: Changing the contents of a program that has already been labeled “TTA Eligible” requires that you only Save the program. If the program has been submitted, **but not approved yet**, you must select **Apply for WIA Approval** at the end of the application. Be aware that resubmitting will prolong the approval process.



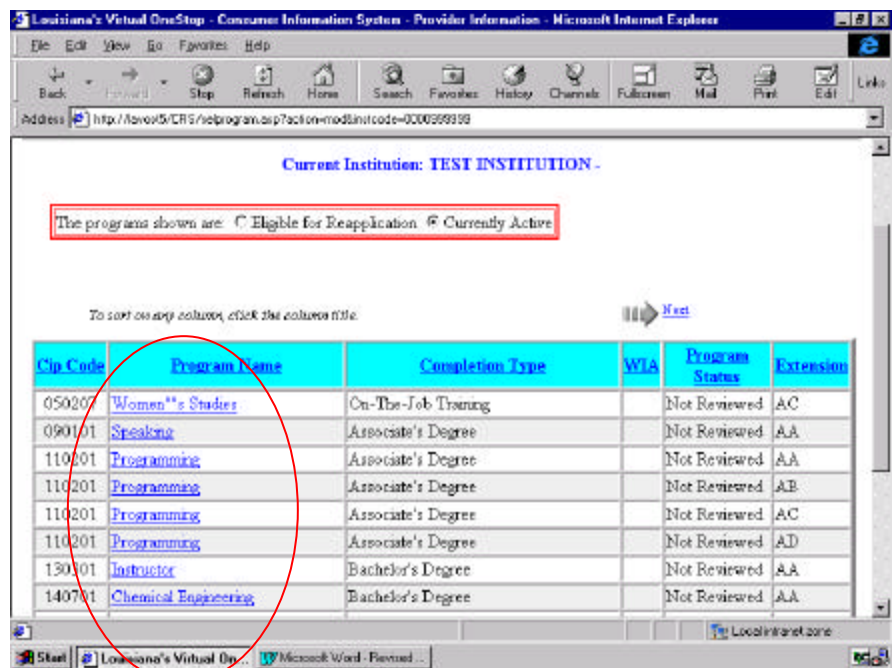
To edit a program you have already added, select **Edit Program** under the **Manage Programs** menu.

If you are reapplying for WIA program eligibility, you must first select the radio button next to “Eligible for Reapplication.” The system will list all programs that are currently eligible.

Select the **Program** you wish to edit.

When the alert box asks if you would like to submit for **WIA approval**, click **OK**.

Note that this will not submit it automatically.



Program Title

Completion Level

Industry Based

Certification / License

☐ National ☐ State ☐ Regional ☐ N/A

Program Description
(This description can be modified to better represent your institution's program.)

Curriculum and Instruction. An instructional program that describes the study of the curriculum and related instructional processes and tools, and that may prepare individuals to serve as professional curriculum specialists. Includes instruction in curriculum theory, curriculum design and planning, instructional material design and evaluation, curriculum evaluation, and applications to specific subject-matter, programs or educational

Date Program First Implemented (mm/dd/yyyy)

Length of Program

Edit the information you wish to add or change. When finished, click **Save Program** to save it, or to submit the program for approval, select **Apply for WIA**.

Note that the **Apply for WIA** button will only be available on the last screen in the application, after the **skills** section.

If you would like to edit another program you may select **Modify Another Program**. If not you may **Log Off** or return to the **Menu** by using the links at the bottom of this page.

"The program changes have been saved."

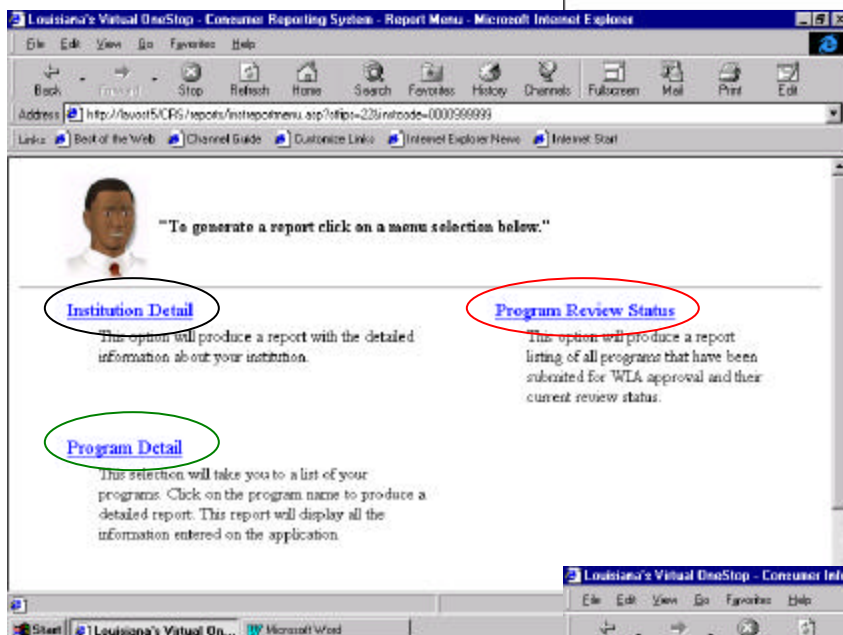
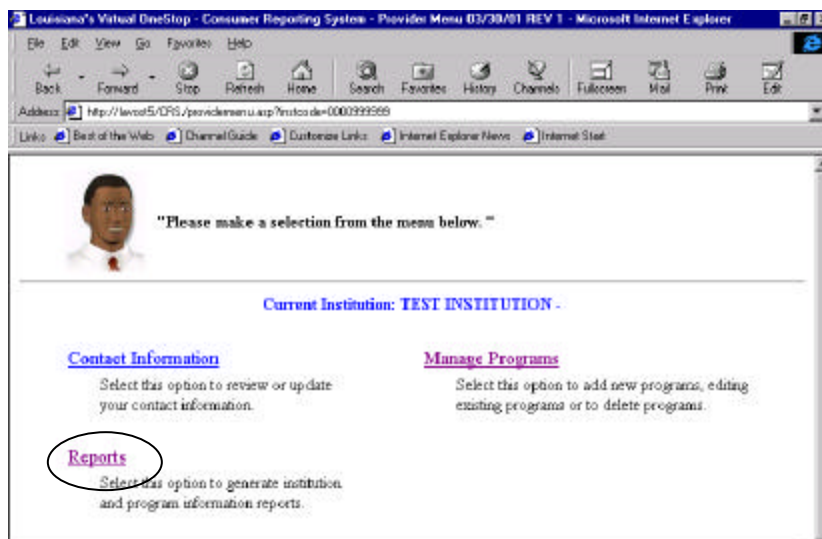
[Modify another Program](#)

[Logoff](#) [Restart](#) [Menu](#) [Manage Programs](#) [Survey](#)

DONE

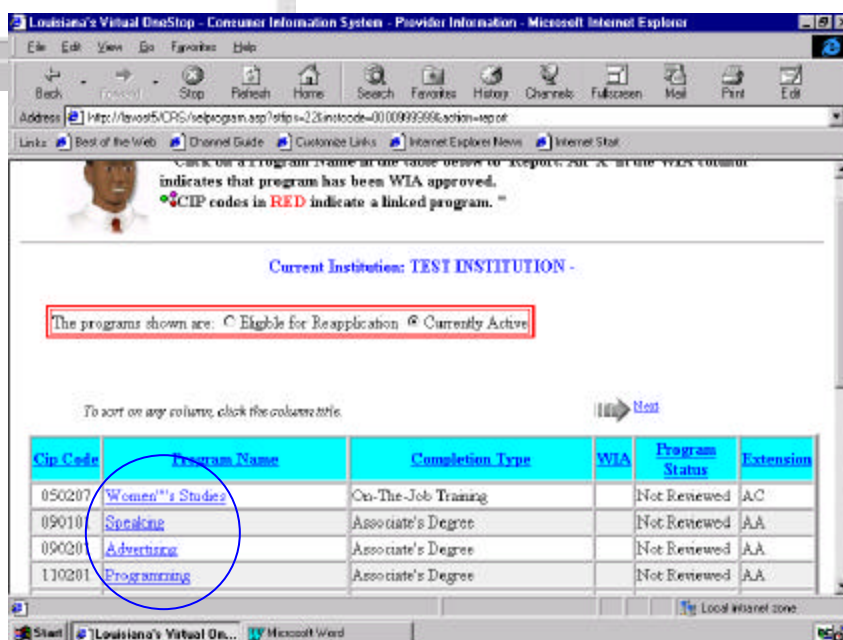
Working With Reports

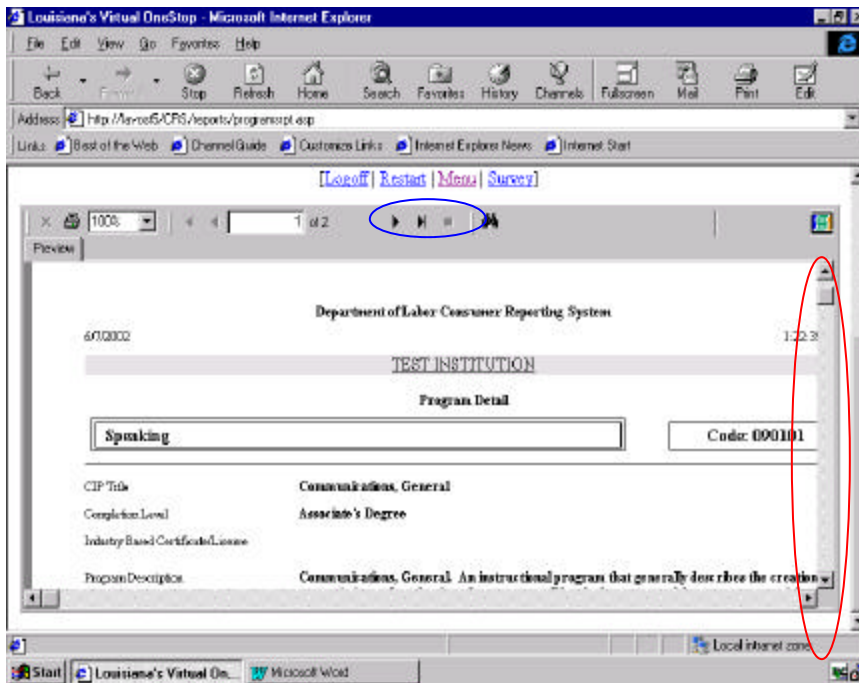
To generate reports for your programs or other information, click on **Reports** in the main menu.



To view a report with information regarding your institution, click **Institution Detail**. To view a report displaying the review status of a program, click **Program Review Status**. To view a report with detailed information for a program, click **Program Detail**.

If you have selected **Institution Detail** or **Program Review Status**, the information is straight forward. This example shows what is displayed when selecting **Program Detail**. Select the program you wish to view by clicking on its link, highlighted in blue.





You can view the information in the reports by using the **scroll bar** and the **navigation arrows** to switch between pages.

The last page of the report displays the performance data for the program.

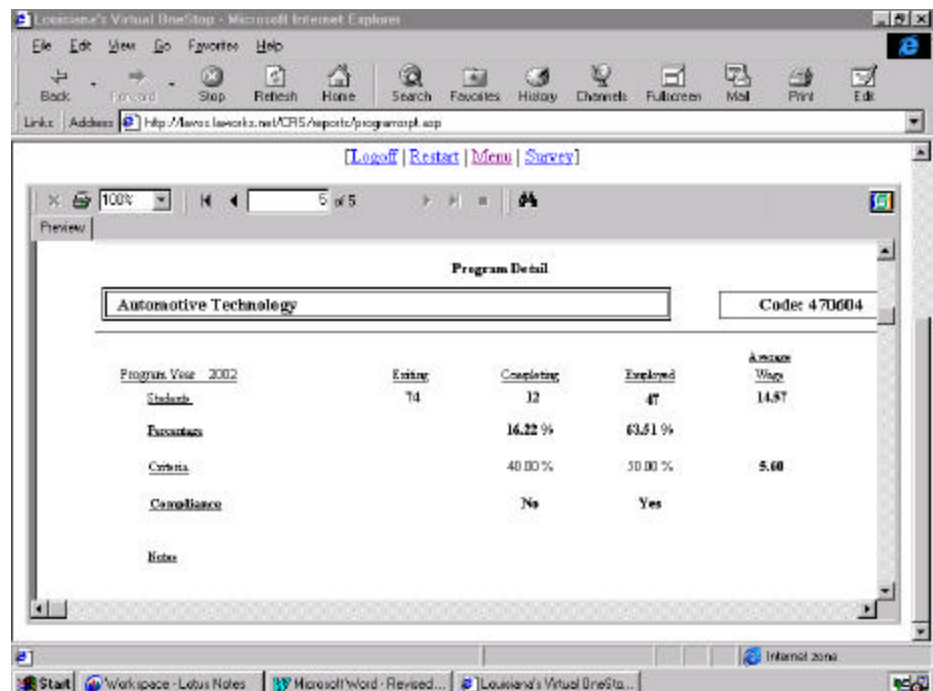
Note that numbers and percentages are displayed for your information.

Completing % =

$$\frac{\text{number exiting}}{\text{number completing}}$$

Employed % =

$$\frac{\text{Number exiting}}{\text{number employed}}$$



DONE
 DONE

LOIS Student Enrollee Information

INST-CODE	DATA-COLL-BEG	DATA-COLL-END	SSN	FIRST-NAME	MID-INITIAL	LAST-NAME	CIP-CODE	CIP-EXTRA	PROG-CERT
050020900	20020601	20030531	123456789	Jane	D.	Doe	666666	AA	71
050020900	20020601	20030531	999554444	John		Smith	111111	AA	63

INST-CODE must be 10 characters, it is assigned by LDOL for training institutions

** This is a required field*

DATA-COLL-BEG must be 8 characters, it is the beginning of the reporting period.

** This is a required field and must be in YYYYMMDD format, no slashes or dashes*

EXAMPLE: 20020601 is June 1, 2002

DATA-COLL-END must be 8 characters, it is the ending of the reporting period

** This is a required field and must be in YYYYMMDD format, no slashes or dashes*

EXAMPLE: 20030531 is May 31, 2003

SSN must be 9 characters, the enrollee's social security number

** This is a required field and cannot contain any hyphens*

Please provide information on ALL students that enrolled in the program and/or graduated between the data-coll-beg period and the data-coll-end period, regardless of funding. Students that did not graduate during this time period should be reported as enrolled for the next data collection cycle. If the student enrolled during this time period, but graduated after the data-coll-end date, then the student must be reported as enrolled and graduating on the next data collection cycle.

FIRST-NAME can be no more than 15 characters, the enrollee's first name

MID-INITIAL must be 1 character, the enrollee's middle initial

LAST-NAME can be no more than 15 characters, the enrollee's last name

CIP-CODE must be exactly 6 characters, is the Classification of Instructional Program Code of training program or enrollee's major field of study

** This is a required field and must match the CIP code that is on LOIS*

CIP-EXTRA must be 2 characters, this differentiates between two programs that utilize the same CIP code and same award outcome (prog-cert)

** This is a required field and must match the value that is on LOIS*

PROG-CERT exactly two characters, denotes the type of award outcome for the program

** This is a required field - this field utilizes the same values as the cert-type field*

ENTRY-DATE	EXIT-DATE	ADDR	CITY	ST	ZIP	ZIP-4	CERT-TYPE	SEX	RACE	BIRTH	CITIZEN
19990910	20030510	1333 road ln.	New Orleans	LA	70011		97	F	6	19781112	Y
19990601	20030301	9999	Anywhere	LA	70039		63	M	2		

ENTRY-DATE must be exactly 8 characters in the following format **YYYYMMDD**, is the date the enrollee entered the training program or school ****This is a required field***

EXIT-DATE must be exactly 8 characters in the following format **YYYYMMDD**, date the enrollee exited, completed, or graduated from the program ****This is a required field***

ADDR can be no more than 35 characters, enrollee's address: street number, street name, etc.

CITY can be no more than 20 characters, the city where the enrollee resides

STATE must be exactly 2 characters, 2-letter state abbreviation

ZIP must be exactly 5 characters, the first five digits of the enrollee's zip code

ZIP-4 is 4 characters, the 4 digits of the enrollee's zip code extension

CERT-TYPE must be exactly 2 characters, denotes what type of award the student received upon graduating the program (this may or may not be the same value as prog-cert)

****This is a required field, use the two digit numeric value***

Please note: If the student did not graduate during this period, no cert-type is recorded.

03 Associate Degree

06 Postbaccalaureate Certificates

08 Post Masters Certificate

10 First-professional degrees

30 OJT = on-the-job training

40 Short-Term Non-Credit

63 Associate of Applied Technology

72 Associate of Applied Science

80 Cert. or Diploma 3 months to 6 months

82 Cert. or Diploma 1 year to 2 years

05 Bachelors Degree

07 Masters Degree

09 Doctoral Degree

11 First-professional cert.

33 Apprenticeship programs

53 Associate in Occupational Studies

71 Technical Diploma

79 Cert. or Diploma less than 3 months

81 Cert. or Diploma 6 months to 1 year

83 Cert. or Diploma greater than 2 years

SEX Enrollee's sex

M = MALE

F = FEMALE

RACE Enrollee's race - use the one digit numeric value

1=Asian/Pacific Islander

5= All Other American Minorities

2=American Indian/Alaskan Native

6=White, Non-Hispanic

3=Black, Non-Hispanic

7=Non-Resident

4=Hispanic

8=Refusal or Unknown

CITIZEN

Y = YES

N = NO

NOTES: The Scorecard report and the WIA ETPL report are developed from this student data. Institutions that receive state or federal workforce funds must submit this student data.

-Student data information can be saved onto a disk and mailed, or it can be emailed as an attachment. Please refer to the FAQ section for the mailing addresses.

-Please label the disk with the institution name and enclose a list of the program title(s) contained on the disk and the time frame that the data cover. In addition, a description of the field arrangement should accompany the file, along with a note about the type of file being sent (such as Access, Excel, Text tab delimited, etc.).

-Please use the 10-digit institution code that was assigned by LDOL in the INST-CODE. Contact LDOL if you do not know your institution code.

-Leave the CERT-TYPE field blank if the individual is still enrolled in the program.

-Make sure that the CIP code used in the student data file matches the CIP code entered into and displayed on LOIS.

-Please follow the examples provided in record layout. (Do NOT enter any other marks such as "/" or "-" for the fields with SSNs and dates) Also make sure that all date are in the format of YYYYMMDD.

-If a student drops out of an institution, please assign a value of 97 in the CERT-TYPE field, in addition to providing the exit date. If a student is an international student, please assign a pseudo numeric SSN.

-Please include all students that were enrolled anytime during the reference period, including those that were initially enrolled in a prior reference period and are still enrolled.

-An example reference period is June 1, 2002 through May 31, 2003.



**OFFICE OF OCCUPATIONAL INFORMATION SERVICES
RESEARCH AND STATISTICS DIVISION
SCORECARD UNIT
P. O. BOX 94094
BATON ROUGE, LOUISIANA 70804-9094
FAX: 225-219-7759**

DATA CERTIFICATION STATEMENT

(Student data will not be processed prior to receipt of this statement by the Louisiana Department of Labor.)

By submitting this file of student data to the Louisiana Department of Labor, I hereby certify that all information provided is true and correct to the best of my knowledge. I understand that this data will be used solely for the determination of eligibility for WIA funding and for the state Scorecard. I further understand that there are administrative penalties for submitting false or inaccurate information [reference Workforce Investment Act of 1998, Title 1, Chapter 3, Section 122 (f)].

This data is being submitted on behalf of _____,
Name of Institution

for the academic year(s): June 1, 200__ through May 31, 200__, ☐ Enrollees
☐ Graduates
June 1, 200 __ through May 31, 200__, ☐ Enrollees
☐ Graduates

***Certified By:**

Printed Name

Title

Signature

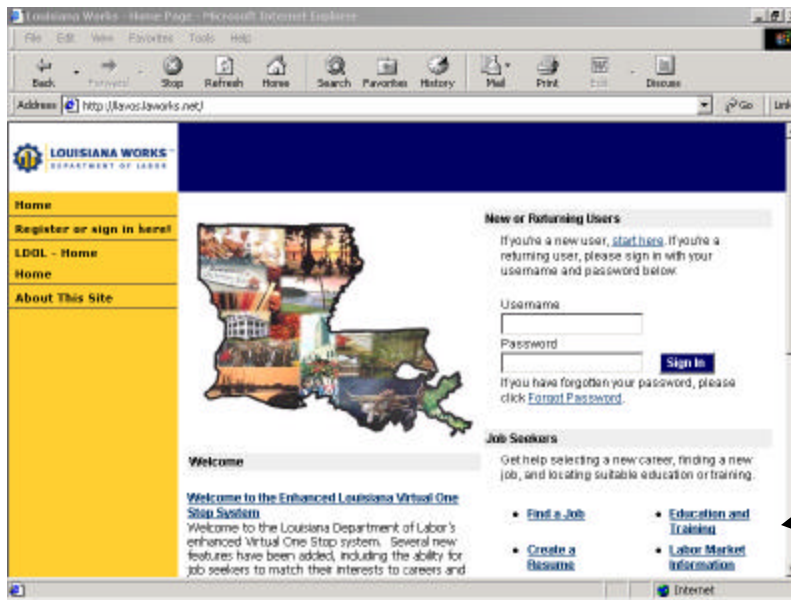
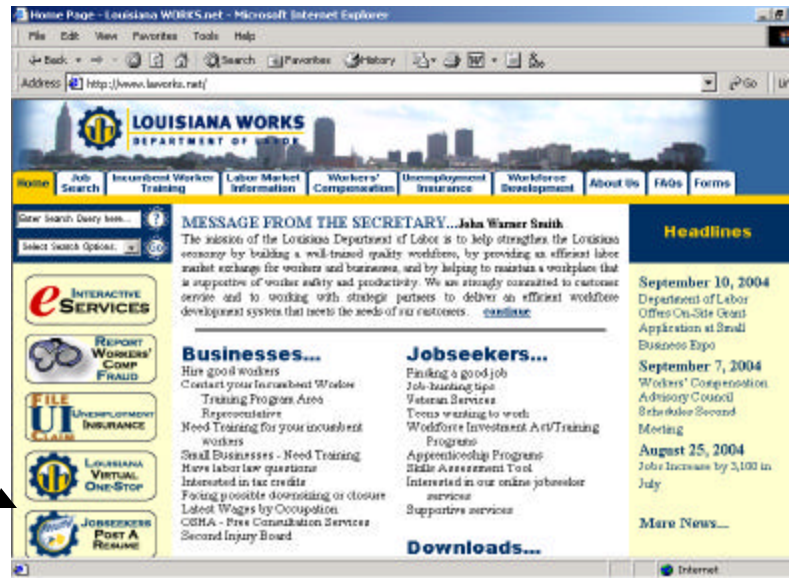
Date

***CERTIFICATION MUST BE SIGNED BY AN AUTHORITY WITH THE NAMED INSTITUTION,
SUCH AS THE CEO, PRESIDENT, OWNER, DIRECTOR OF ADMISSIONS, ETC.**

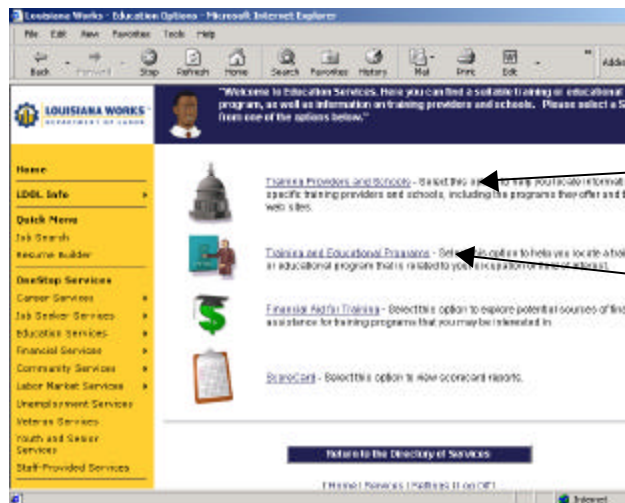
Consumer Access to Training Program Information

URL: www.LAWORKS.net

Click on **Louisiana's Virtual One Stop** under Interactive Services



Click on Education and Training.



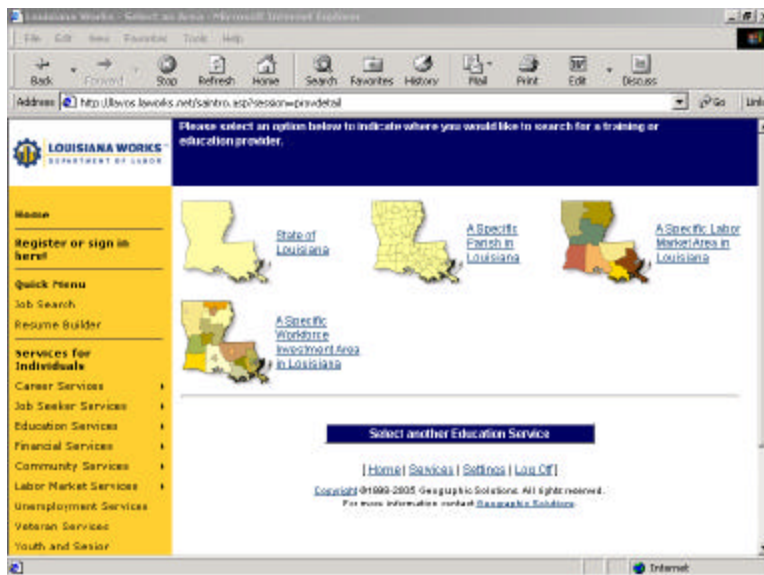
Choose a School

OR

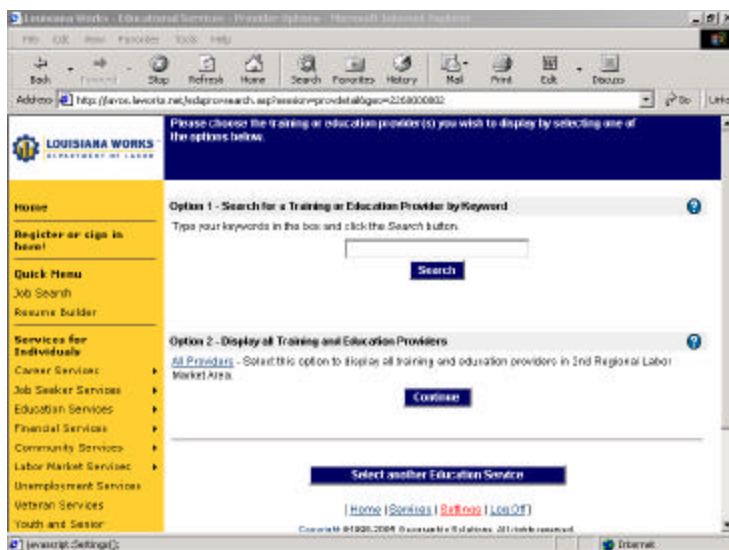
Choose a Program

For this example, "Training Providers and Schools" was selected.

Consumer Access



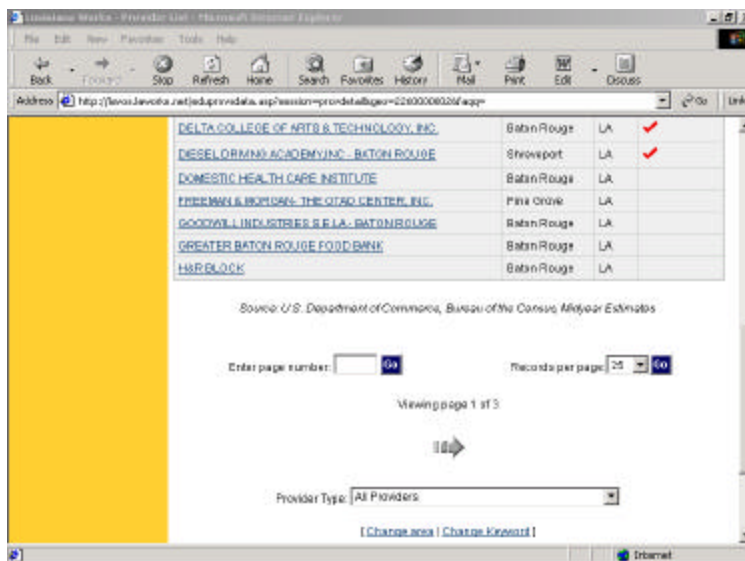
Select an area
(For this example, “A Specific Labor Market Area” was selected - Region 2)



Type in the name of
a school under
Option 1

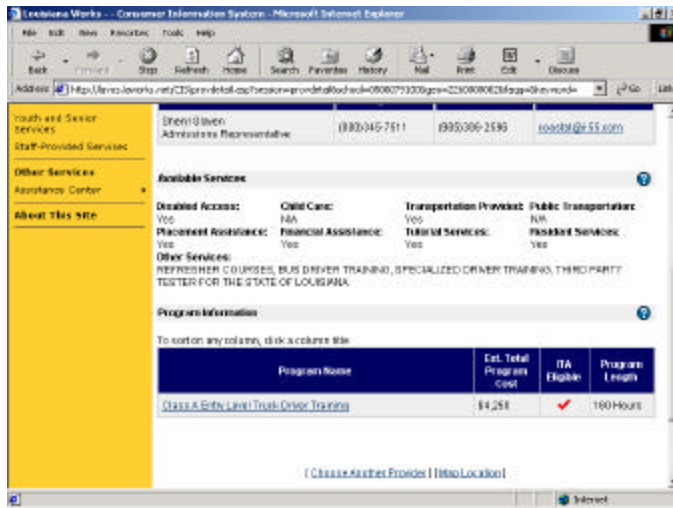
OR

Under Option 2 click
on All Providers to
view a list

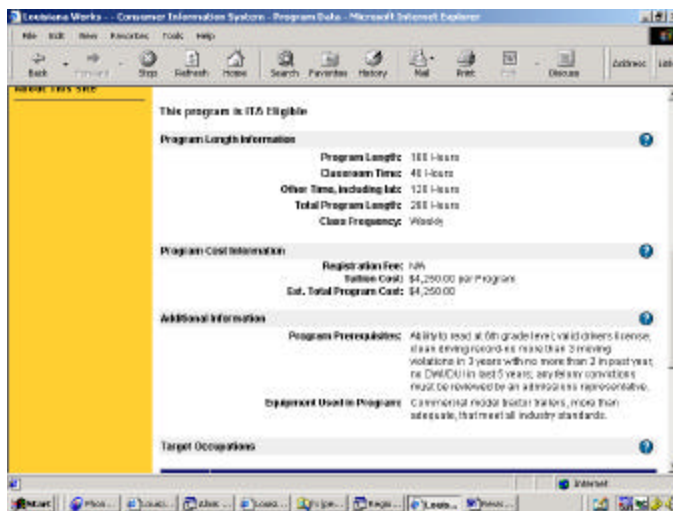


Search for the desired training
provider by selecting any of
the options displayed at the
bottom of the provider list.

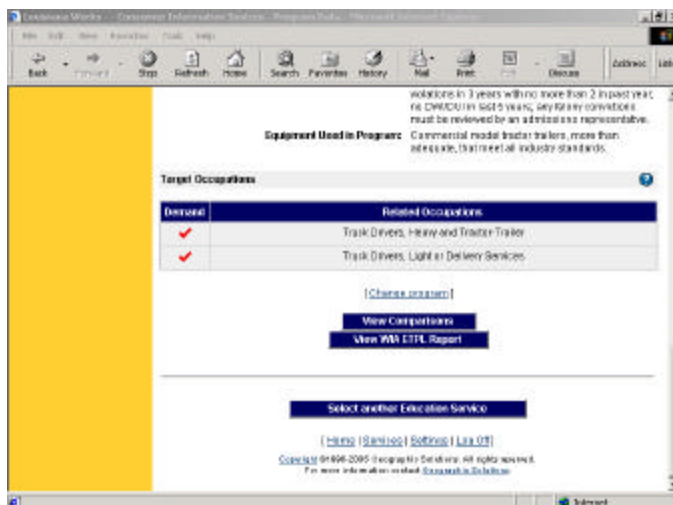
Schools with a red check
mark in the WIA Eligible
column have one or more
WIA/ITA eligible programs.



On this screen you can view the training provider's general information. For information on a specific program, click on the program name. The red check mark denotes a program that is ITA eligible.



This page displays detailed information about the program you selected.



To view comparisons with other programs offered by this school or another school, click on **View Comparisons**.

To view performance data, click on **View WIA ETPL Report**.

The option to view the WIA ETPL report will only be displayed if the program meets or exceeds the WIA ETPL Minimum performance standards.

Home: Register or sign in here!

Quick Menu: Job Search, Resume Builder

Services for Individuals: Career Services, Job Seeker Services, Education Services, Financial Services, Community Services, Labor Market Services, Unemployment Services, Veterans Services, Youth and Senior Services, Staff-Provided Services

Other Services: Assistance Center

WIA Title I Legible Training Provider Program Performance Report*
Based on Louisiana Employment Data

WIA Program Year: 2004

Results based on student data from: 2002 - 2003

Percent of Cohort Completed: 88.28%

Percent of Cohort Employed: 81.88%

Average Wage: \$10.18

Notes: 2004

[Click here to return to this program's detail page](#)

* Performance data derived from the universe of all participants in the program. Results reflect all levels of certificate/degree programs for a course of study.

For more detailed performance information:
View Scorecard Report

Home | Services | Statistics | Log Off

Copyright © 2004 Louisiana Works. All rights reserved.

To view more detailed and prior years outcomes, select **View Scorecard Report**.

Please Note:
Not all training providers on the website have Scorecard data.

Home: Register or sign in here!

Quick Menu: Job Search, Resume Builder

Services for Individuals: Career Services, Job Seeker Services, Education Services, Financial Services, Community Services, Labor Market Services, Unemployment Services, Veterans Services, Youth and Senior Services, Staff-Provided Services

Other Services: Assistance Center

COASTAL COLLEGE TRUCK DRIVING-HAMMOND
Scorecard Options for Truck, Bus and Other Commercial Vehicle Operator

Select a program year:
June 2000 - May 2001
June 2001 - May 2002

Select a population:
☐ Completers: Students who have done everything the completion requires (earned a diploma or certificate or diploma of completion)
☐ Non-Completers: Individuals who, for a variety of reasons, have withdrawn from an institution within a given academic year without obtaining a degree or certificate
☐ All Enrollers: All individuals who leave an institution within a given academic year. This is the sum of all the completers and non-completers.

[Data Limits](#)

Home | Services | Statistics | Log Off

Select the year and the population. Then scroll down and click on **View Report**.

Home: Register or sign in here!

Quick Menu: Job Search, Resume Builder

Services for Individuals: Career Services, Job Seeker Services, Education Services, Financial Services, Community Services, Labor Market Services, Unemployment Services, Veterans Services, Youth and Senior Services, Staff-Provided Services

Other Services: Assistance Center

Scorecard Results

Scorecard Item	Institution	Statewide
	Number Percent	Number Percent
Employment and Outcomes (Percentages based on TOTAL)		
Total Found employment within 6 months	100 78	1053 60
Total Found employment within 12 months	100 78	1053 60
Total Found employment within 18 months	0 0	0 0
Total Found employment within 24 months	0 0	0 0
Total Found employment within 30 months	0 0	0 0
Total Found employment within 36 months	0 0	0 0
Total Found employment within 42 months	0 0	0 0
Total Found employment within 48 months	0 0	0 0
Total Found employment within 54 months	0 0	0 0
Total Found employment within 60 months	0 0	0 0
Total Found employment within 66 months	0 0	0 0
Total Found employment within 72 months	0 0	0 0
Total Found employment within 78 months	0 0	0 0
Total Found employment within 84 months	0 0	0 0
Total Found employment within 90 months	0 0	0 0
Total Found employment within 96 months	0 0	0 0
Total Found employment within 102 months	0 0	0 0
Total Found employment within 108 months	0 0	0 0
Total Found employment within 114 months	0 0	0 0
Total Found employment within 120 months	0 0	0 0
Total Found employment within 126 months	0 0	0 0
Total Found employment within 132 months	0 0	0 0
Total Found employment within 138 months	0 0	0 0
Total Found employment within 144 months	0 0	0 0
Total Found employment within 150 months	0 0	0 0
Total Found employment within 156 months	0 0	0 0
Total Found employment within 162 months	0 0	0 0
Total Found employment within 168 months	0 0	0 0
Total Found employment within 174 months	0 0	0 0
Total Found employment within 180 months	0 0	0 0
Total Found employment within 186 months	0 0	0 0
Total Found employment within 192 months	0 0	0 0
Total Found employment within 198 months	0 0	0 0
Total Found employment within 204 months	0 0	0 0
Total Found employment within 210 months	0 0	0 0
Total Found employment within 216 months	0 0	0 0
Total Found employment within 222 months	0 0	0 0
Total Found employment within 228 months	0 0	0 0
Total Found employment within 234 months	0 0	0 0
Total Found employment within 240 months	0 0	0 0
Total Found employment within 246 months	0 0	0 0
Total Found employment within 252 months	0 0	0 0
Total Found employment within 258 months	0 0	0 0
Total Found employment within 264 months	0 0	0 0
Total Found employment within 270 months	0 0	0 0
Total Found employment within 276 months	0 0	0 0
Total Found employment within 282 months	0 0	0 0
Total Found employment within 288 months	0 0	0 0
Total Found employment within 294 months	0 0	0 0
Total Found employment within 300 months	0 0	0 0
Total Found employment within 306 months	0 0	0 0
Total Found employment within 312 months	0 0	0 0
Total Found employment within 318 months	0 0	0 0
Total Found employment within 324 months	0 0	0 0
Total Found employment within 330 months	0 0	0 0
Total Found employment within 336 months	0 0	0 0
Total Found employment within 342 months	0 0	0 0
Total Found employment within 348 months	0 0	0 0
Total Found employment within 354 months	0 0	0 0
Total Found employment within 360 months	0 0	0 0
Total Found employment within 366 months	0 0	0 0
Total Found employment within 372 months	0 0	0 0
Total Found employment within 378 months	0 0	0 0
Total Found employment within 384 months	0 0	0 0
Total Found employment within 390 months	0 0	0 0
Total Found employment within 396 months	0 0	0 0
Total Found employment within 402 months	0 0	0 0
Total Found employment within 408 months	0 0	0 0
Total Found employment within 414 months	0 0	0 0
Total Found employment within 420 months	0 0	0 0
Total Found employment within 426 months	0 0	0 0
Total Found employment within 432 months	0 0	0 0
Total Found employment within 438 months	0 0	0 0
Total Found employment within 444 months	0 0	0 0
Total Found employment within 450 months	0 0	0 0
Total Found employment within 456 months	0 0	0 0
Total Found employment within 462 months	0 0	0 0
Total Found employment within 468 months	0 0	0 0
Total Found employment within 474 months	0 0	0 0
Total Found employment within 480 months	0 0	0 0
Total Found employment within 486 months	0 0	0 0
Total Found employment within 492 months	0 0	0 0
Total Found employment within 498 months	0 0	0 0
Total Found employment within 504 months	0 0	0 0
Total Found employment within 510 months	0 0	0 0
Total Found employment within 516 months	0 0	0 0
Total Found employment within 522 months	0 0	0 0
Total Found employment within 528 months	0 0	0 0
Total Found employment within 534 months	0 0	0 0
Total Found employment within 540 months	0 0	0 0
Total Found employment within 546 months	0 0	0 0
Total Found employment within 552 months	0 0	0 0
Total Found employment within 558 months	0 0	0 0
Total Found employment within 564 months	0 0	0 0
Total Found employment within 570 months	0 0	0 0
Total Found employment within 576 months	0 0	0 0
Total Found employment within 582 months	0 0	0 0
Total Found employment within 588 months	0 0	0 0
Total Found employment within 594 months	0 0	0 0
Total Found employment within 600 months	0 0	0 0
Total Found employment within 606 months	0 0	0 0
Total Found employment within 612 months	0 0	0 0
Total Found employment within 618 months	0 0	0 0
Total Found employment within 624 months	0 0	0 0
Total Found employment within 630 months	0 0	0 0
Total Found employment within 636 months	0 0	0 0
Total Found employment within 642 months	0 0	0 0
Total Found employment within 648 months	0 0	0 0
Total Found employment within 654 months	0 0	0 0
Total Found employment within 660 months	0 0	0 0
Total Found employment within 666 months	0 0	0 0
Total Found employment within 672 months	0 0	0 0
Total Found employment within 678 months	0 0	0 0
Total Found employment within 684 months	0 0	0 0
Total Found employment within 690 months	0 0	0 0
Total Found employment within 696 months	0 0	0 0
Total Found employment within 702 months	0 0	0 0
Total Found employment within 708 months	0 0	0 0
Total Found employment within 714 months	0 0	0 0
Total Found employment within 720 months	0 0	0 0
Total Found employment within 726 months	0 0	0 0
Total Found employment within 732 months	0 0	0 0
Total Found employment within 738 months	0 0	0 0
Total Found employment within 744 months	0 0	0 0
Total Found employment within 750 months	0 0	0 0
Total Found employment within 756 months	0 0	0 0
Total Found employment within 762 months	0 0	0 0
Total Found employment within 768 months	0 0	0 0
Total Found employment within 774 months	0 0	0 0
Total Found employment within 780 months	0 0	0 0
Total Found employment within 786 months	0 0	0 0
Total Found employment within 792 months	0 0	0 0
Total Found employment within 798 months	0 0	0 0
Total Found employment within 804 months	0 0	0 0
Total Found employment within 810 months	0 0	0 0
Total Found employment within 816 months	0 0	0 0
Total Found employment within 822 months	0 0	0 0
Total Found employment within 828 months	0 0	0 0
Total Found employment within 834 months	0 0	0 0
Total Found employment within 840 months	0 0	0 0
Total Found employment within 846 months	0 0	0 0
Total Found employment within 852 months	0 0	0 0
Total Found employment within 858 months	0 0	0 0
Total Found employment within 864 months	0 0	0 0
Total Found employment within 870 months	0 0	0 0
Total Found employment within 876 months	0 0	0 0
Total Found employment within 882 months	0 0	0 0
Total Found employment within 888 months	0 0	0 0
Total Found employment within 894 months	0 0	0 0
Total Found employment within 900 months	0 0	0 0
Total Found employment within 906 months	0 0	0 0
Total Found employment within 912 months	0 0	0 0
Total Found employment within 918 months	0 0	0 0
Total Found employment within 924 months	0 0	0 0
Total Found employment within 930 months	0 0	0 0
Total Found employment within 936 months	0 0	0 0
Total Found employment within 942 months	0 0	0 0
Total Found employment within 948 months	0 0	0 0
Total Found employment within 954 months	0 0	0 0
Total Found employment within 960 months	0 0	0 0
Total Found employment within 966 months	0 0	0 0
Total Found employment within 972 months	0 0	0 0
Total Found employment within 978 months	0 0	0 0
Total Found employment within 984 months	0 0	0 0
Total Found employment within 990 months	0 0	0 0
Total Found employment within 996 months	0 0	0 0
Total Found employment within 1000 months	0 0	0 0

Home | Services | Statistics | Log Off

The report will display outcomes for the program at the school and provide statewide comparison data for similar programs.

Password Request/Contact Information Form

Upper and lower case make a difference. Print it exactly as you wish. Distinguish between zero and capital "O" and "L" and one. These can be confusing.

"Proprietary schools" **only**, excluding cosmetology and real-estate, must be licensed or determined exempt from licensure through the Louisiana Board of Regents. A "proprietary" school is any business enterprise operated for a profit or on a nonprofit basis which maintains a place of business within this state or which sells or offers for sale any courses of instruction in this state. You may contact Carol Marabella at 225-342-4253 for more information on the licensure requirements.

Name of Institution: _____

Institution Type: (Please circle one)

Community Based Organization Cosmetology Private Business or Technical
Small Business Employment Training Provider Other\

Board of Regents License #: _____

Physical Address: _____

Mailing Address: _____

City, State, Zip _____

Parish: _____

Web Address: _____

Administrative Contact:

Example – Director, CEO, President, etc.

Name: _____

Title: _____

Telephone Number: (____) _____ **FAX Number:** (____) _____

Email Address: _____

Password Request/Contact Information Form (page 2)

Admissions Contact:

This may be listed as an individual or an office/division.

Name: _____

Title: _____

Telephone Number: _() _____ FAX Number: _() _____

Email Address: _____

LOIS Contact:

This contact is the person who will be issued the user ID and password. This person typically maintains the school and program information on the LAWWORKS website.

Name: _____

Title: _____

Telephone Number: _() _____ FAX Number: _() _____

Email Address: _____

Select Password: _____

**Submit both pages of this password request/information form to:
LDOL Staff at FAX (225) 219-7759**